

ADMINISTRATIVE INTERNAL USE ONLY

OIS 85-202

MAY 1984

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Administrative Officer, DCI

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: The Records Information System (TRIS) Update

REFERENCE: DDA/Memo dtd 4 May 84, Subject: TRIS

70-4

1. About a year ago, I told you about the Agency-wide automated document control system, TRIS, which was being developed to provide enhanced document control and improved information management. I am pleased to report that TRIS will attain its Initial Operating Capability in August, as scheduled.

2. One of many benefits to users of this system will be their ability to share automatically information about a controlled document with other holders of that document. This should reduce the amount of redundant recording of similar information now being performed in components. The system provides for improved document retrieval, inventory control, and personal accountability. It also has the capability to facilitate the retirement or destruction of records stored in valuable office space. Considering the benefits to be derived, I would expect this system to be used in as many components as possible.

3. Your Records Management Officers are aware of the equipment and training requirements essential for full utilization of this system and will be coordinating TRIS's implementation with the components and the Office of Information Services (OIS). For more specific details on TRIS your representative can contact the Information Technology Branch, OIS. Officers responsible for the development of the system can be reached on extension

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/s/ Harry E. Fitzwater

Harry E. Fitzwater

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